

Subject: DETERMINING ELIGIBILITY OF POTENTIAL HIRES

REFERENCES	SECTIONS
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	GC: 18525, 19050 SPB Rule: 425, 430-433, 435, 444
Personnel Management Policy and Procedures Manual (PMPPM)	315
Responsible Control Agency and Program	DPA, SPB
Other:	
Personnel Operations Manual (POM) sections: Transfers, RPA Process	http://www.documents.dgs.ca.gov/ohr/PO M/Transfers.pdf http://www.documents.dgs.ca.gov/ohr/PO M/RPAProcessRevise.pdf

Determining Eligibility of Potential Hires

Policy It is the policy of the DGS that all laws, rules, policies, and procedures proscribed by the SPB regarding the appointment process are adhered to, without exception.

Definition/ Explanation Generally, potential hires are made from an employment list (open or promotional), reinstatement, or by transfer. In order to appoint anyone to a position, the candidate's employment eligibility must be verified **prior** to interviews and again **prior** to making an offer of employment.

Procedure The following chart depicts the steps and action for determining eligibility of potential hires.

Step	Action
1	<p>After the final file date (FFD) of the job opportunity bulletin (JOB) and receipt of the cleared certification list (if used), the Personnel Liaison (PL) screens all applications received and submits the name and social security number (SSN) of each applicant to be invited for interview (do not submit applications) to the Classification and Pay (C&P) Analyst</p> <p>Note 1: the PL should not include applicants who are in the recruiting classification since they are presumed eligible for lateral transfer</p> <p>Note 2: refer to the POM section "RPA Process" on page 110.9 "How to Fill Vacant Positions" regarding out-of-town positions</p> <p>Note 3: the PL may use the Employment Eligibility Verification Request and Worksheet form when contacting the C&P Analyst</p>
2	<p>The C&P Analyst will not do in-depth employment eligibility verification at this time. The C&P Analyst will check with the following agencies:</p> <ul style="list-style-type: none">• State Controller's Office (SCO) for position number• State Personnel Board (SPB) for SSN, list placement• Department of Personnel Administration (DPA) to compute classification movement (transfer and salary rules)

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Determining Eligibility of Potential Hires, Continued

Procedure (continued)

Step	Action
3	Within 48 hours the C&P Analyst will respond to the PL with the results of the employment eligibility verification by editing the original email message
4	Following candidate interviews and rating, the PL provides the C&P Analyst with the top 3-5 candidates for final employment eligibility verification
5	The C&P Analyst performs an in-depth employment eligibility verification, which may include an appropriate list request or transfer of list eligibility verification, which the employee being hired must complete (Part I)
6	The C&P Analyst notifies the PL of the final employment eligibility verification results by responding to the original email
7	Once job offer made and accepted, the PL notifies the C&P Analyst of the candidate's start date in order to process the request for personnel action (RPA)

Warning! Appointments made without an RPA or employment eligibility verification may result in an illegal appointment and/or a void appointment.

Attachments [Transfer of List Eligibility Request-GS29](#)
